

LOUISIANA STATE ARCHIVES...

A Louisiana Legacy

A Closer Look

Secretary of State W. Fox McKeithen

Louisiana Department of State

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* Additional resources include Legislative Committee audio tapes, Parish Maps, and *Proces Verbaux* (document which records and describes the proposal and results of a tax election) on microfilm



Welcome from Secretary of State W. Fox McKeithen

The Louisiana State Archives is mandated to identify, collect, preserve, and to make available those records which chronicle Louisiana's colorful history from her colonial beginnings to the present. These records thus serve as a "window to the past" which enables us to understand the dynamic events and diverse personalities that have shaped our state's heritage.

As our state's chief records custodian, I am committed to the proper management and preservation of Louisiana's public records. This publication is another of the Department of State's efforts to educate the public about Louisiana's wonderful history and of the valuable resources maintained at State Archives.

W. Fox McKeithen
Secretary of State



A Message from State Archivist Florent Hardy, Jr., PhD

The staff at the State Archives is committed to collect, preserve, display and make available those records essential to the reconstruction of Louisiana's colorful history and heritage. Furthermore, it is our intent to build on the solid reputation of State Archives as being one of the truly outstanding state facilities.

As I like to describe it, "Louisiana's historical jewelry box" contains many of our state's "crown jewels" of irreplaceable treasured records. It is through State Archives that Louisiana can celebrate its past to prepare for a brighter future.

"A Closer Look" is intended to introduce the reader to the variety of services State Archives offers. Please feel free to contact the State Archives staff, if we can be of any assistance to you.

Florent Hardy, Jr., PhD
State Archivist and Director

LOUISIANA STATE ARCHIVES: AN INTRODUCTION

Louisiana's history is as diverse as the ingredients that comprise the gumbo for which she is famous. Native American tribes such as the Bayougoulas and the Houmas were the first to leave their cultural imprints upon this land. They were followed by the French, Spanish, and English, each of which brought a distinct European influence to Louisiana. These influences can still be seen today in the architecture, language, cuisine, music, law, and government that is so uniquely Louisiana. But there are others who have shaped Louisiana's historical and cultural landscape for the past three hundred years. Without the added contributions of peoples such as the African-Americans, Germans, Hungarians, and Italians, the drama of Louisiana history would be an unfinished product.

Through war, scandal, political intrigue, and economic uncertainty, Louisiana has evolved from a backwater colonial outpost to become a modern, prosperous state, whose blend of European romanticism and American pragmatism make her the most unique of these fifty United States.

The Louisiana State Archives, a Division of the Louisiana Secretary of State's Office, is mandated "to collect, preserve, display, and make available those records essential to the reconstruction of Louisiana's colorful history and heritage."

Acquisitions and Processing

Acquisitions is responsible for collecting and cataloging archival records received from state agencies, as well as private individuals. These records are housed in large, environmentally controlled stack areas. Archival materials of more profound historic importance are stored in secured, climate controlled vaults. Historically significant donations are sought to enhance the existing collections. For more information regarding collection donation, please call the Acquisitions Department at 225-922-0105.

Art Gallery

Art exhibits by artists' associations, schools, and individual visiting artists are rotated periodically, and the public is invited to visit and enjoy these exhibitions. For more information regarding exhibits, please call 225-922-0750.

Auditorium

The auditorium is a ninety-six (96) seat facility, complete with sound system and screen. It is available, for a modest rental fee, to state agencies and others upon request. For information regarding reservation of the auditorium, please call 225-922-0750.

Conservation Laboratory

The Conservation Laboratory is a modern laboratory designed to preserve and restore the fragile documents in the collections of the State Archives using appropriate archival techniques and materials. The staff can provide the public with referrals to qualified private businesses upon request, as well as a list of suppliers of conservation materials for those interested in attempting to perform their own conservation work. The State Archives has a "handout series" on the basic care and maintenance of documents, photographs, books,

and magnetic tape. The series is geared primarily to the individual. For more information, contact the staff of the Lab at 225-922-1218.

Exhibits

The exhibits prepared by the Archives staff are displayed in the Louisiana Room, an exhibit area with secured, lighted display cases. The exhibits generally showcase some aspect of Louisiana culture and history, utilize the collections of the State Archives whenever possible, and are changed periodically. For further information regarding current and future exhibits, call 225-922-0750.

Microfilm

The microfilm section of the Archives is a centralized microfilming department for the State. Microfilm services are provided to state agencies for a nominal fee. All original film is housed at the State Archives and retrieved only upon the request of an agency.

Records Center

The Records Center temporarily stores state agency records which are considered inactive and non-permanent. These records are retrieved with the permission of the respective state agency, and are disposed of in accordance with the approved records retention policy.

Records Management

The State Archives has been mandated by law to oversee the records management policies and procedures of all state, parish, and municipal governmental agencies. In addition, the Records Management staff reviews and approves all records retention schedules created by those same agencies. All requests from state agencies to dispose of records must also be approved by the staff of the State Archives. Records Management works with the Acquisitions section to enhance the State Archives collections by determining those state agency records that have permanent historical value.

Research Library

The Research Library offers a variety of research materials to the public, most relating to genealogy. There is a large inventory of microfilmed records, including the Confederate Pension Applications and Military Records, State Land Records, Census Records, Catholic Church Records, Select Cemetery Records and City Directories, Ship Passenger Lists, Tax Assessment Rolls, and some Parish and Colonial Documents. There are numerous books with general histories, as well as family histories. The Louisiana Heritage Center, a computerized database of information obtained from the Church of Jesus Christ of Latter Day Saints is also available to patrons for genealogical research. For further information concerning the services provided by the library staff, call 225-922-1208. The hours for the Research Room are 8:00 a.m. to 4:00 p.m. Monday through Friday, 9:00 a.m. to 5:00 p.m. Saturday, and 1:00 to 5:00 p.m. Sunday.

Vital Records

The Vital Records section, located within the Research Library, provides certified copies of Orleans Parish birth records over 100 years old (1790-1900), Orleans Parish marriage records over 50 years old (1870-1950), Orleans Parish death records over 50 years old (1804-1950), and statewide death records over 50 years old (1911-1950). For more information, please call 225-922-1184.

Additional Services

Speeches

On request, the Archives staff will make presentations to civic and educational groups.

Referrals

Individuals with documents or other historical materials in need of repair can receive assistance and/or a referral to a professional conservator.

Tours

Tours are available by appointment and at no charge to individuals, schools and other organizations. The Louisiana State Archives is in compliance with the Americans with Disabilities Act (ADA).

Archives Scanning Policy and Fees

All scanning orders must be made in writing and payment must be received prior to delivery. The Archives will make every attempt to deliver scanned images to patron within 30 days of the request.

All items to be scanned will only be handled by archives staff using archives equipment.

The staff of the Archives reserves the right to refuse to scan materials if they may be damaged by scanning, if they are too fragile to scan, or if copyright laws could be violated.

Scanning Fees

\$0.25 per image scanned up to 11” X 14” (minimum \$1.00)

\$2.00 per diskette needed to store images

The State Archives does not offer scanning and printing of photographs. However, copying services are available and are charged by the job. The fees for this service vary.

Archives Fee Schedule

Minimum charge.....	1.00
Photocopies, per page.....	.25
Microfilm prints, per page.....	.50

Microfilm, per 35 mm reel (includes shipping and handling).....	20.00
Microfilm, per 16 mm reel (includes shipping and handling).....	15.00
Document certification.....	10.00
Vital Records Certification.....	5.00
Pension Applications	
Per 10 pages or any part thereof.....	5.00
Military Records	
Per 25 pages or any part thereof.....	5.00
Legislative Audio Tapes	
Blank tape provided by Archives (per tape).....	10.00
Blank tape provided by patron (per tape).....	5.00
State Agency (Archives provides tape) (per tape).....	6.00
State Agency (agency provides tape) (per tape).....	1.00
Photo Reproduction	
5 x 7 black & white.....	12.00
8 x 10 black & white.....	20.00
A per name per year search of census records.....	5.00
A per name per series search of the Passenger Ship List Index.....	5.00
A per name per 3 volume search of the Catholic records.....	5.00
A per name search of the Naturalization Index.....	5.00
A per name per cemetery search of the National Cemetery Indexes.....	5.00
A per name per 3 year search of the New Orleans City Directories.....	5.00
A per name per 3 year search of the Baton Rouge City Directories.....	5.00
A per name search of the 1898 and 1913 Louisiana Voter Registration Lists.....	5.00
A per name (plus 50 cents per page) search of the St. Landry Colonial Documents.....	5.00
A per name (plus 50 cents per page) search of the Opelousas Post Colonial Documents.....	5.00
A per name search of Louisiana Biography.....	5.00
A per name per cemetery search of the New Orleans Cemeteries Index.....	5.00
A per name per record search of available parish records (i.e., marriage records, probate records)	5.00
Archives Shredding Fees	
If delivered to Archives.....	10 cents/lb.
If Archives picks up.....	\$25.00/bale



Nottoway Plantation
Louisiana State Archives - John B. Gasquet Collection

HISTORY OF THE LOUISIANA STATE ARCHIVES

In August 1997, the Louisiana State Archives celebrated the tenth anniversary of the move to its new facility on Essen Lane in Baton Rouge. The formidable white fortress-like structure was built as one of the nation's most advanced archival repositories. The facility has some of the most advanced building systems designed to provide climate controlled areas for archival standard storage. The building, however, stands in stark contrast to the State Archives' first fifty years in existence.

Prior to 1936, no state archives existed. Nor was there any other public agency designated to fulfill the function of directing a program of collecting, preserving, and making available for use to the public the state's historical records. Louisiana had come well into the twentieth century with scant attention paid to its official documentary heritage and with apparent lack of concern for its recorded legacy. This shortcoming was especially egregious considering the rich history of the state. No other state possessed the volume and variety of European colonial and American territorial records that existed in Louisiana.

In 1935, the activities of one man resulted in an impressive step forward for Louisiana's historical records. Dr. Edwin A. Davis of the History Department at Louisiana State University convinced the administration of the University that they should establish and fund an independent Department of Archives and Manuscripts to collect and preserve archival materials. Dr. Davis was subsequently appointed director of the university archives. Dr. Davis' concern for the subject was contagious enough to influence lawmakers at the next regular session of the state legislature. During the regular session of 1936, Dr. Davis was able to secure passage of legislation which enabled the university archives to act as the repository for the public records of state government. Act 258 empowered the university to collect state documents and authorized officials to turn over records to it.

The LSU Archives had thus become a quasi-state archives, collecting the records of state government on a passive basis. The university would fill that role for twenty years. Davis continued to direct the activities of the university archives and its growing collection of state records. The 1936 law had provided for the State Printing Office to print and furnish to the archives one hundred copies of any report or other official publication required by any state agency. Two notable exceptions to this requirement were the reports of the Louisiana Supreme Court and the Acts and Journals of the legislature. During the 1940 regular session of the legislature, further changes were made to the public records law. Act 195 of 1940 expanded the definition of what constituted a public record. The law stipulated that virtually all records generated for the conduct of business under the authority of the State of Louisiana were declared to be public records. Provisions were also made for expanded access by the public to government records and custodians were now mandated to maintain those documents for twelve years. Taken together, the legislative initiatives of 1936 and 1940 created a volume of documents flowing into the LSU archives that had not been anticipated by Davis. The problem had to be solved by the state government itself.

In 1954, Davis took temporary leave of his post at LSU to spearhead the effort to establish a viable state archives. Using the considerable experience he had gained during his participation in the New Deal's Historic Records Survey in the state, Davis took on the task of becoming the chief consultant to the Louisiana Archives Survey. The survey was conducted between 1954 and 1956, and constituted a census of records produced by the government of the state. It was during that period that Davis secured passage of legislation establishing a governmental entity officially responsible for the collection, care, and use of public records. The State Archives and Records Act (Act 337 of the 1956 Regular Session) expanded further the provisions of the Public Records Act of 1940 and established the State Archives and Records

Service as an independent agency under the aegis of the State Archives and Records Commission. The Commission was composed of the Secretary of State, the Attorney General, and the State Auditor.

This legislative success was foreshadowed quickly by an event prophetic of the difficulties yet to come: Act 337 was duly signed into law but operating funds were vetoed by Governor Earl Long. Dogged determination on the part of Dr. Davis and John C. L. Andreassen, the State Archives' first director and former head of the Historic Records Survey in Louisiana, resulted in an emergency appropriation of \$43,140 from the Board of Liquidation. In addition to this lack of funds, location was rapidly becoming a problem. At the time, most of the records in the custody of the State Archives were being stored in metal warehouses behind the Capitol Annex. Construction of River Road behind the Annex required the removal of these warehouses and the relocation of the records within. Borrowed space in the Capitol building enabled the fledgling agency to survive until the next legislative session when the State Archives would receive its first regular appropriation. With its first predictable source of revenue, the State Archives moved into Peabody Hall on the old LSU campus adjacent to the Capitol.

By August of 1961, the Archives, now under the direction of John E. Regard, had acquired the colonial and territorial records from Avoyelles Parish. Shortly thereafter Henry Lastrapes, the Clerk of Court for St. Landry Parish, agreed to transfer to the Archives the records of the French colonial post at Opelousas. Under the dedicated volunteer effort of Mr. Winston DeVille, these records were indexed and cataloged. The project eventually yielded one of the first guides to materials at the State Archives: *Calendar of Louisiana Colonial Documents* (Louisiana State Archives and Records Commission, 1961). In addition to this early collecting of archival materials, the staff was also engaged in developing a microfilm program. By the fall of 1961 the Archives was filming the records of nearly a dozen state agencies and half as many Clerks of Court. Despite these early successes in archival activity and records management, Peabody Hall was so dilapidated that it was soon condemned by the State Fire Marshall. In December of 1966, the state finally made provisions for removing the State Archives from Peabody Hall. The accumulated collections were relocated to a renovated motorcycle dealer's warehouse at 1515 Choctaw Drive in an industrial section of Baton Rouge. Despite numerous structural modifications, the facility remained particularly unsuited for the storage of archival materials.

Notwithstanding the move into considerably more spacious, albeit environmentally problematic, surroundings, the programmatic elements of the State Archives remained relatively undeveloped. Both archival collecting and active records scheduling continued on an ad hoc basis. In 1972 the State Archives and Records Commission was abolished. At that time, the State Archives became a division of the Secretary of State's office. This bureaucratic alteration, however, did little to enhance the number of staff or level of funding. Operations at the State Archives continued at essentially the same level.

In 1974, Dr. Donald Lemieux was appointed director of the State Archives and Records Service. Lemieux advocated the idea that comprehensive records management at the state agency level would not only result in increased efficiency and cost savings, but would also provide a wellspring of materials for the archival collections. Consequently, enhanced emphasis was placed on records management activities. Teams of records management consultants visited state agencies to inventory holdings, establish records retention and disposal schedules, and identify records of archival value then in agency custody. This accelerated pace of activity resulted in increased demand for microfilming and records storage services. As consultants inventoried and transferred increasing numbers of archival materials, a viable archives section began to take form. Finally, in March of 1977, an archivist was employed to catalog these collections on a full-time basis. Mining the wealth of Louisiana's colonial documents was a pursuit that was long overdue. Within two years, two major finding aids for colonial records at the State Archives were prepared and made available to the public. *The Opelousas Post, 1764-1789: a Guide to the St. Landry Parish Archives Deposited at the*

Louisiana State Archives and Calendar of Documents of the Opelousas Post, 1764-1789, were both published by *Le Comité des Archives de la Louisiane* in 1979.

As the records management and archival components of the State Archives began to develop fully, public awareness of the need for an increased commitment to the state's historical records began to grow. By 1978, public pressure to address the problem of inadequate facilities for archival storage evoked a response from the Governor and Legislature. Governor Edwin Edwards approved a legislative initiative to authorize funding for the construction of a new State Archives building. In June 1979, it was announced that the state had acquired a tract of land on Essen Lane in suburban Baton Rouge for the building, and that John Desmond, of John Desmond and Associates, had been hired as the project's architect. Plans for the building were completed by mid-1980, but a firm commitment for complete funding to begin construction could not be obtained. A campaign on the part of the staff at State Archives and the Secretary of State's office, in concert with members of the historical, genealogical, and archival community throughout the state, would bring results, once one last problem was surmounted.

After entering office in March of 1980, Governor Dave Treen proposed that a Capitol Complex should be created to concentrate all major state departments and offices in the area around the state Capitol building in downtown Baton Rouge. The recommendation proposed that the new State Archives facility be constructed as part of this complex. While the proposal would place the facility in a location central to most state agencies, it would also situate the State Archives in the midst of the worst air pollution in the entire Baton Rouge area. Fortunately, a study of the Capitol Complex recommended construction of an adequate archival facility and concluded that the Essen Lane site was the most suitable location. The funding request was then approved by the Legislature on July 12, 1982, with one-half million dollars made immediately available for planning and \$10.46 million approved for construction.

Construction on the new State Archives building began in November of 1984. Due to the highly technical nature of much of the facility's physical plant and supporting systems, construction of the building took two and a half years. By the late spring of 1987, the Archives' staff began the arduous task of relocating the collections from the Choctaw Drive location to the new facility. Fifteen thousand cubic feet of archival collections and fifty thousand feet of Records Center holdings had to be prepared, loaded, transported, unloaded, inventoried, and returned to the shelves. Work crews labored diligently through the spring and early summer on the move and by early August the doors at the old Choctaw location were closed for the last time.

On August 24, 1987, the new building was officially dedicated. The opening ceremonies were attended by Governor Edwards and several former governors, the Archivist of the United States and nearly a dozen other state archivists, as well as a host of state officials and members of the state's historical and genealogical communities. Highlighting the opening ceremonies was the display of the original Louisiana Purchase treaties, on loan from Washington, D.C. The loan of these priceless items was a good indication of the confidence placed by archival professionals at the National Archives in the security and environmental controls in place at the new State Archives building.

The new State Archives building corrected the problems of limited storage and inadequate environmental controls which limited activities at the old location. Archival storage was expanded from a capacity of fifteen thousand cubic feet to seventy-five thousand cubic feet. Likewise, the Records Center was expanded from fifty to eighty thousand cubic feet of storage. A modern research library replaced incidental space available to researchers in the past. A ninety-six seat auditorium was included in the building to allow for meetings, conferences, lectures, and seminars. One completely new addition to the building was the

inclusion of two exhibit rooms enabling the presentation of archival materials in the custody of the State Archives as well as those loaned for temporary exhibition.

While the expansion of physical space was and will continue to be a critical element for programmatic enhancements at the Archives, it was not the only factor to play a part in recent developments. Since the move to the new Archives building, the cataloging, inventorying, and arranging of the archival collections and Records Center holdings have been converted to computer databases. In addition to greatly enhancing the speed of retrieval of holdings for researchers, modern information processing technology has facilitated the publication of the Executive Nominations of Alexandre Mouton, Governor of Louisiana, 1843-1846, and An Index for the Executive Acts and Nominations of E. D. White and A. B. Roman, Governors of Louisiana, 1837-1842 in 1993, and the Guide to the Nonpublic Records of the Louisiana State Archives in 1995.

Secretary of State Fox McKeithen appointed Dr. Florent Hardy, Jr. as State Archivist in the spring of 2000. Since that time, Dr. Hardy and the Archives staff have focused on the preservation and accessibility of Louisiana's historical treasures housed at the State Archives. The staff have also begun an aggressive outreach program to inform the public about the wealth of information available to them at the State Archives, one of only four archives in the nation open seven days a week. Informational brochures briefly explaining the treasures of the State Archives are now available in English, French, Spanish, Italian, and German. The State Archives is now a partner in the America 2000: Making Inroads to the Backroads project with a north Louisiana consortium, and a content provider in the Teaching American History Grant sponsored by Louisiana State University.

The State Archives celebrated its forty-fifth anniversary the week of July 9-13, 2001, with a series of lectures on different facets of Louisiana's rich and colorful history. Recently, major exhibits have included: the Quebec Archives, Women of Distinction, the American Italian Exhibit and George Rodrigue's "Oak Trees, Cajuns and Blue Dogs: The Art of George Rodrigue." Recent activities at the State Archives have included publications such as this one, continued acquisitions of significant collections and donations, and an increased attention to proper records retention, with an emphasis on an awareness campaign of Revised Statute 44.

As we have entered a new millennium, the State Archives stands prepared to engage the critical function that challenges archives throughout the nation and the world: to preserve the memory of a culture through the preservation of its documentary record. It is this memory which empowers society to seek the expansion of freedom which is implied in Jefferson's phrase... "Life, liberty and the pursuit of happiness."



Courthouse in St. Francisville, West Feliciana Parish
Louisiana State Archives - John B. Gasquet Collection

COLLECTIONS

ATTORNEY GENERAL -- Department of Justice, Attorney General case files, land condemnation files, land acquisitions, United States versus State of Louisiana - Tidelands records, Attorney General opinions.

COLONIAL DOCUMENTS -- Records of both French and Spanish Colonial Periods including: petitions, marriage contracts, slave sales, successions, financial agreements, bills of sale, mortgages, correspondence, conveyance records, land contracts, maps, etc. State Constitutions, and amendments (1812-1973). State Statutes.

ECONOMIC DEVELOPMENT -- Parish profiles, occupation permits and licenses, commerce and industry publications, economic development publications, city, parish and state agency publications; Department of Tourism records.

EDUCATION -- Annual School Reports, Board of Elementary and Secondary Education, State Board of Education, Department of Education, Louisiana Retired Teachers Association.

ENVIRONMENTAL AFFAIRS -- Governor's Council on Environmental Quality, Office of Environmental Affairs, hazardous waste, environmental lawsuits, natural resources, Environmental Protection Agency, natural resources publications, Louisiana geological survey.

HEALTH AND HUMAN RESOURCES -- Department of Health and Human Resources, Charity Hospital, State Board of Health, East Louisiana State Hospital, Bureau of Child Development, Gary W. Project, State Board of Health Quarantine Stations, Leprosy Colony.

LEGISLATIVE RECORDS -- House and Senate Bills and Resolutions, House and Senate Calendars and Journals, Original Acts of the Legislature (1804-2001); Legislative committee hearing tapes and transcripts, Acts and Resolutions generated by the Confederate Government (1860-1865); Louisiana Secession Convention journal and proceedings (1861); vetoed house and senate bills.

MILITARY RECORDS -- War of 1812 Pensions; Confederate Pensions; United States War Department (1861-1865); Rebel Archives; Mexican War Muster Rolls (1846-1851); Spanish American War (1898); bonus records from World War I, World War II, Korea, Vietnam and Desert Storm; Veteran's Affairs; numerous maps and other memorabilia.

PUBLIC FIGURES -- Papers of public figures such as General Claire Chennault, Jimmie Davis, Woody Dumas, Edwin E. Edwards, John B. Gasquet, Paul J. Hardy, Huey P. Long, John J. McKeithen, F. Charles "Chuck" McMains, Brooks Read, J. Y. Sanders, Clay Shaw, Dave Treen, A. Z. Young, and many others.

PUBLIC SAFETY -- Motor Vehicle, State Fire Marshall plans, Department of Corrections, State Police, Riverboat Gaming, State Penitentiary, Public Safety publications.

SUPREME COURT -- Department of Justice, Louisiana Supreme Court.

TREASURER'S RECORDS -- State lands, swamplands, Port of New Orleans, State Treasurer's Office.

NON TEXTUAL MATERIALS

ARTIFACTS -- Objects related to events in Louisiana history, including: Civil War currency, uniforms, weapons, commemorative items.

MAPS AND PLANS -- Confederate, parish, state, highway, insurance, traffic and planning, Corps of Engineers, State Land Office, capitol building plans, oil and gas lands maps, geological survey aerial maps.

PHOTOGRAPHS -- Louisiana political figures, commerce and industry, churches, court houses, plantations, school photography contests, and some personalities.



Bayou Scene

Louisiana State Archives - John B. Gasquet Collection

RESEARCH LIBRARY RESOURCES

Vital Records

Researchers may obtain any of the following vital records by visiting the Louisiana State Archives Research Library, or requests for the records may be made by mail. The Archives maintains the following:

Orleans Parish birth records from 1790-1900 (births over 100 years ago)*

Orleans Parish marriage records from 1870-1950 (marriages over 50 years ago)** (Index for 1831-1869, but no records.)

Orleans Parish death records from 1804-1950 (deaths over 50 years ago)*

Statewide death records from 1911-1950 (deaths over 50 years ago)* Some records exist for Jefferson Parish in the mid to late 1800s and early 1900s)

*The only birth records that are currently available at the Archives prior to 1900 are from Orleans Parish. The only death records currently available prior to 1911 are from Jefferson and Orleans Parishes. Records from Orleans are filed separately from the combined statewide listing of all the other parishes in the state. Records prior to the dates listed above are probably nonexistent, unless the parish where the birth or death occurred kept such a record. If the person being researched was Catholic, birth and death information would probably be shown in the records of the church or diocese where that person lived.

** All marriage records, other than Orleans Parish, are maintained by the office of the Clerk of Court in the parish where the marriage license was purchased.

The Archives charges \$5.00 for each certified copy which includes a three year search per surname. Fees must be retained for both successful and unsuccessful searches. Searches are processed by a given year; therefore, a name, place, and date, or a span of three years is required to research a request. Patrons can also obtain a non-certified copy for \$.50 if they conduct their own research at the Archives.

For more recent records, contact Vital Records Registry, P. O. Box 60630, New Orleans, LA 70160; Phone (504) 568-5152 or visit their web site at <www.dhh.state.la.us> for more information.

Louisiana Civil War Records

Military Records

Confederate records were often incomplete and those that existed were often destroyed during the occupation of Louisiana by Union soldiers. In 1920 Andrew B. Booth compiled the available information for a publication entitled Records of Louisiana Confederate Soldiers and Commands. Additional records, rediscovered in this state after 1920, were directed to the National Archives in order that the files could be updated.

Copies of the carded military service records and bounty land claims are available through the National Archives. Researchers should direct their inquiries (with \$5.00 per research request) to Military Service Branch (NNMS), National Archives and Records Service, 8th and Pennsylvania Avenue NW, Washington, D. C. 20408.

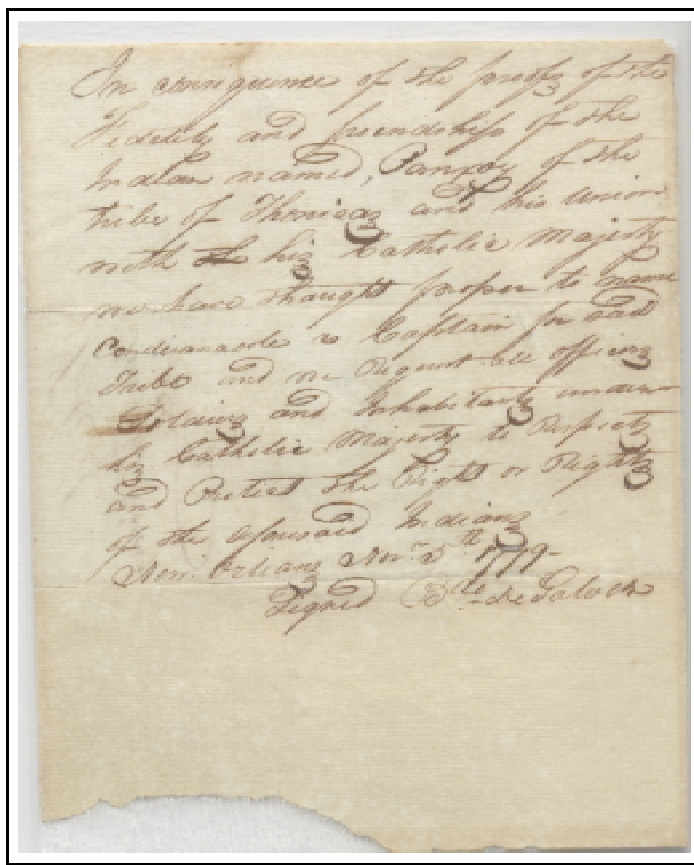
Unit information is contained in *War of the Rebellion* (a 128 volume publication) available for reference at large university libraries, or the Louisiana Adjutant General's Office, Jackson Barracks, New Orleans, LA 70146. The holdings of the Adjutant General's Office also include records pertaining to Louisiana militia units.

Confederate Pension Records

The Confederate Pension applications are indexed alphabetically and available for research use. Individual copies can be obtained from the Archives at a cost of \$5.00 for the first 10 pages, then \$5.00 for each additional 10 pages or any part thereof. Confederate pensions were granted in 1898 to soldiers and/or their widows meeting the following requirements: a) The soldier must have served honorably from the date of enlistment until discharge or the end of the war; b) The applicant must be indigent and unable to earn a livelihood; c) The applicant could not be a government employee. Individuals applied in the state of their residence regardless of the state in which they served. Residence in southern states which were members of the Confederacy was a necessity. If there were no records to prove a veteran's service, he was required to provide affidavits by comrades-in-arms, or supporting documentation from the war in his possession.

Louisiana Union Records

The State Archives maintains National Archives microfilm of the Louisiana Union soldier's carded military service records. Union pension applications are available only through the National Archives.



Document signed by Bernardo de Galvez
Louisiana State Archives Collection

Genealogical Research at the Louisiana State Archives

The Research Library is open to the public Monday through Friday, 8:30 a.m. to 4:00 p.m.; Saturday, 9:00 a.m. to 5:00 p.m. and Sunday 1:00 p.m. to 5:00 p.m. The telephone number to the Research Library is (225) 922-1208.

Introduction

Established in 1956 by the State Legislature, the Louisiana State Archives is charged with the responsibility of collecting and maintaining the official records of state government. Among these records are large amounts of material valuable to genealogical researchers, including military records, pension applications, voter registration, and tax assessment rolls. In recent years, the State Archives has been able to supplement its own collection with National Archives microfilm of military service records, passenger lists, and census records. The following is a brief listing of these types of records, their content and availability at Archives.

How to conduct genealogical research in Louisiana

Genealogical research in the state of Louisiana depends largely on the time period and area where an ancestor may have resided. Researchers should rely upon the availability of birth, marriage, death, census, municipal, courthouse, and Catholic Church records.

To determine where an ancestor resided, consult census records. Census schedules are available for each year of the federal census for Louisiana, and may be obtained through interlibrary loan from the Louisiana State Library. Civil records of contracts, conveyances, marriages, successions, and naturalizations may be obtained by consulting the Clerk of Court of the parish where an ancestor resided. Catholic Church archives are rich in genealogical information, often containing records of births, deaths, baptisms, and marriages. Southwest Louisiana Records and South Louisiana Records, by Reverend Donald Hebert, as well as Diocese of Baton Rouge Catholic Church Records and Archdiocese of New Orleans Sacramental Records, serve as detailed guides to a majority of the Catholic archives in south Louisiana. Military service records of Louisianians are available at the State Archives, but are seldom informative with regard to family history. Confederate and War of 1812 pension applications issued by the state of Louisiana are also available at the State Archives, and often include useful genealogical information in addition to details of military service.

Census Records

The State Archives maintains microfilm copies of the complete census records for Louisiana from 1810 to 1920 with the exception of 1890. Also available are microfilmed copies of the 1791 and 1804 census records of New Orleans, and the 1849-1864 New Orleans "registers of free persons of color" and census records for neighboring southern states. The State Archives also has the Louisiana Soundex for 1880, 1900, 1910, and 1920. The Louisiana Soundex is a coding system in which surnames are indexed phonetically. This helps compensate for unusual spelling of surnames that sound the same.

Military Records

The availability of military records at the State Archives begins with a list of Louisiana citizens serving in the War of 1812. *Louisiana Soldiers in the War of 1812*, published in 1963, is an alphabetical listing of soldiers along with their name, rank, and unit. Also available are the muster rolls for Louisiana soldiers who served in the Mexican War in 1844. However, the Mexican War muster rolls are neither indexed, nor are they in alphabetical order. Andrew Booth's *Records of Louisiana Confederate Soldiers* and *Louisiana Confederate Commands*, first published in 1920, lists over 100,000 names of soldiers enlisted in Confederate units raised in Louisiana. Information found in this publication includes name, rank, unit, and a brief summary of data found in the actual service record. National Archives microfilm series #320, entitled "*Compiled Service Records of Confederate Soldiers Who Served in Organizations From the State of Louisiana*," is a compilation of the existing service records arranged alphabetically by soldier with regiment.

Additional National Archives microfilm on deposit includes the following: compiled service records of Louisianians who served in Union military units during the Civil War; alphabetical listing of Louisiana soldiers serving in the Florida Indian Wars of 1835-1838, and the Spanish American War of 1898; the Records of the Louisiana State Government, 1850-1888; the War Department Collection of Confederate Records, which contains the official records of the Louisiana Confederate state government from 1861-1865; and photocopies of National Archives maps Group Z33, Records of the Chief Engineers' Portfolio of 144 Captured Confederate Maps.

Pension Records

The State Archives is in possession of two groups of pension records: the War of 1812 pension applications and the Confederate pension applications. War of 1812 pensions were granted in 1868, while Confederate pensions were granted in 1898. In either case, pensions could only be granted to the veteran or surviving widow. Both record groups are indexed and contain large amounts of genealogical information. Confederate pension application files often include data for age, dates of death, marriage, enlistment, and correspondence.

Parish Records

The earliest parish records on deposit date from the Spanish colonial period with the largest collection being from the southwestern portion of the state called the Opelousas Post. The records contained within the collection begin in 1764 and continue into the mid 1800s; however, only records from 1764 to 1803 are indexed. Most of the documents are written either in Spanish or in French, and include successions, marriage contracts, sales agreements, apprenticeship agreements, petitions for land, plats, and slave sales. The area which formerly comprised the Opelousas Post included parts or all of the present day parishes of St. Landry, Evangeline, Allen, Beauregard, Calcasieu, Jefferson Davis, Acadia and Cameron.

Also available are colonial records from the Avoyelles Post dating from 1782 to 1803. These records are indexed, and are similar to the Opelousas Post Colonial Documents in content.

The Archives has copies of microfilmed indexes from a few parishes throughout the state. Researchers are encouraged to contact the parish where the records were generated in order to obtain copies of these materials.

New Orleans Ship Passenger Lists and Indexes

The State Archives has indexes to the New Orleans ship passenger lists for the years from 1820-1850 and 1853-1952. These indexes are contained on three series of microfilm as described below:

- 1) Supplemental Index to Passenger Lists of Vessels Arriving at Atlantic and Gulf Coast Ports - National Archives Microfilm Series M334, 188 reels (Includes New Orleans for the years 1820-1850 and Atlantic and Gulf Coast Ports except New York).
- 2) Index to Passenger Lists of Vessels Arriving at New Orleans, Louisiana before 1900 - National Archives Microfilm Series T527, 32 reels (Covers the years 1853-1900 for New Orleans only).
- 3) Index to Passenger Lists of Vessels Arriving at New Orleans, Louisiana, 1900-1952 - National Archives Microfilm Series T618, 22 reels.

The Archives also has the actual ship passenger lists for the years 1820-1920 for the port of New Orleans only. The film is a copy of the original documents arranged in chronological order. These lists are contained on two series of microfilm as described below:

- 1) Passenger Lists of Vessels Arriving at New Orleans (1820-1902) - National Archives Microfilm Series M259, 93 reels.
- 2) Passenger Lists of Vessels Arriving at New Orleans (1903-1920) - National Archives Microfilm Series T905, 73 reels.

Voter Registration Rolls

The Archives maintains copies of voter registration rolls for 1898 and 1913. These records can be used to verify the locations of male ancestors for those years. The 1898 listing provides further information such as age, place of birth, length of residence in state/parish/ward, and occupation. Fifty-six parishes are available for the 1898 listing, and 25 are available for the 1913 listings.

Tax Assessment Rolls

The State Archives has microfilmed the original tax assessment rolls kept by the Office of State Comptroller. These books duplicate those assessment rolls maintained at the parish level with the exception that the former records lack the column showing payment data. Researchers are urged to consult the records still held by the parish for such information.

The chronological range of records begins with the mid-1860s for most parishes and from 1920 to 1980 for all parishes. Arrangement of the material is roughly alphabetical until the early 1880s when alphabetical listings were separated by ward.

Additional Sources/Addresses

The late creation of a State Archives, the movement of the state capital, and destruction during the Civil War have interrupted preservation of records in Louisiana. Additional repositories that may have records which will contribute to genealogical research are listed below:

United States National Archives
7th and Pennsylvania Ave., N.W.
Washington, D. C. 20408
(202) 501-5400

Mormon Church Library
Baton Rouge Branch
10335 Highland Road
Baton Rouge, LA 70810
(225) 769-8913

East Baton Rouge Parish Library
Genealogy Department
9200 Bluebonnet Blvd.
Baton Rouge, LA 70810
(225) 763-2283

Louisiana State University Archives
Hill Memorial Library
LSU
Baton Rouge, LA 70803
(225) 388-6568

Louisiana State Library
P. O. Box 131
Baton Rouge, LA 70821
(225) 342-4913

Louisiana State University Microfilm
Middleton Library
LSU
Baton Rouge, LA 70803
(225) 388-2570



World War I Recruitment Poster
Louisiana State Archives Collection

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Division of Archives, Records Management, and History**

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Records Management
225-922-0103
recmgt@sec.state.la.us

Research Library
225-922-1208
library@sec.state.la.us

Vital Records
225-922-1184
library@sec.state.la.us

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State Archives Hours

Monday through Friday 8:00 a.m - 4:30 p.m.

Saturday 9:00 a.m. - 5:00 p.m.

Sunday 1:00 a.m. - 5:00 p.m.

Tax deductible contributions in any amount can be made to the Louisiana State Archives through its nonprofit support group, *Le Comité*. Checks should be made payable to: **Le Comité Archives Fund** and mailed to P. O. Box 94125, Baton Rouge, LA 70804-9125. Call 225-922-1200 for more information.

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AAM - American Association of Museums

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COSHRC - Council of State Historical Records Coordinators

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SAA - Society of American Archivists

SSA - Society of Southwest Archivists



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